

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF TAX AND REVENUE



**MEMORANDUM**

TO: Refund Claimant

FROM: Larry J. Todd  
Recorder of Deeds

**SUBJECT: Claim for Refund**

---

In order to consider a claim for refund, the following documentary evidence is required:

1. Claimant must furnish proof of entitlement to refund request.
2. Claimant must provide a photocopy of the front and back of the cancelled check made payable to the D.C. Treasurer.
3. Claimant and the maker of the check are to be the same person.



**Government of the  
District of Columbia**

Office of Tax  
and Revenue  
Recorder of Deeds  
515 D Street, NW  
Washington, DC 20001  
Phone (202)727-5374

**CLAIM FOR REFUND**

Date   
mm/dd/yyyy

Property Description:

Square(s)  Suffix(es)  Lot(s)

Address

Instrument No.  Date Recorded

Taxpayer's Name

Address

Telephone Number (Day)  (Eve)

Amount Paid:    Recordation Tax    \$

Transfer Tax    \$

**Explanation of Claim**

Please indicate your reason(s) and attach any evidence you may have to support your claim. You may add attachments if more space is needed.

, first being duly sworn  
on oath, deposes and says that I am the person who paid the tax herein claimed and that I  
am lawfully entitled to the refund claimed. And, further hereby affirms under penalty of law  
that the above statement and representations are true and correct.

\_\_\_\_\_  
Signature of Claimant(s)

Subscribed and sworn to before me this  day of , 200.

\_\_\_\_\_  
Notary Public

[Notary Seal]

My commission expires:   
mm/dd/yyyy